

Protocol for the Combination and Division of Parcels

Properties in the Troy TAPE parcel database are expected to change over time as properties are legally combined or subdivided. Parcel changes will be identified either by the GIS coordinator during periodic retrieval of updated Lincoln County tax records from the Montana Department of Administration, or by the Community Involvement Coordinator (CIC) as property owners schedule inspections and discuss parcel information with the CIC. The following protocol has been established to account for these changes.

Parcel Combinations

1. The CIC is notified of a property boundary change and posts a message for the GIS coordinator on WebEOC.
2. The GIS coordinator updates the parcel database and associated GIS layer. General practice will be to retain the lower of the two AD- numbers as the "new" parcel identification number. The higher of the two AD- numbers will become inactive. The parcel database will then contain the combined legal description and the GIS layer will display one property boundary outline instead of two.
3. The GIS coordinator will notify the Scanned Data Archives coordinator that parcels have been combined. The Scanned Data Archive coordinator will remove scanned property files (Access Agreement form, Logbook entry, Point-of-Contact form, Property Sketch, and photos) from the electronic Scanned Data Archive for the inactive AD- number and place it into the archive folder for the combined parcel. A text file will be placed into the folder for the inactive AD- number describing in detail that the two parcels were legally combined, and that inspection information for the inactive parcel can now be found in the archive folder for the "new" (lower) AD- number.
4. The Scanned Data Archive coordinator will then identify which data from the inactive parcel needs to be reassigned in the Scribe database to the combined AD- number. This person will fill out a Modification Tracking (ModTrack) table detailing the BD-, UA-, and TT- numbers that need to be associated with the lower AD- number. The ModTrack table will be given to the Scribe database coordinator.
5. The Scribe database coordinator will reassign all data pertaining to the inactive AD-number to the new, lower AD-number in the Scribe database. The inactive AD-number will be placed into an "Inactive Parcel" table where its history can be tracked, but it will not be counted in queries as an active parcel number.
6. The Scanned Data Archive coordinator will send a copy of the text file detailing the change back to the CIC where it will be placed inside the hardcopy property folder. The folder for the inactive AD- number will be inserted into the property folder for the new (lower) combined AD- number.

Note: If the GIS coordinator is the first to determine a parcel change (as a result of new tax record information), this process will occur in the same order starting from Step 2.

Parcel Divisions

1. Same as Step 1 under Parcel Combinations.
2. The GIS coordinator will create a new, *previously unassigned*, AD- number for the divided parcel and retain the initial AD- number for the remaining portion of the parcel. The parcel database and associated GIS layer will be updated to reflect the change.
3. The GIS coordinator will notify the Scanned Data Archive coordinator of the division. The Archive coordinator will create an archive folder for the new parcel and place copies of the pertinent scanned property files from the original archive folder into the new folder (Access Agreement, Logbook, Property Sketch, and Photos). Comments will be added to the scanned property files (.pdf files) to designate which samples fall onto the new divided parcel (shown in the Logbook) and where the parcel was divided (shown on Property Sketch). A detailed text file will be placed in the archive folder for the original AD- number discussing the legal division.
4. The Scanned Data Archive coordinator will then review the scanned property files from the original archive folder and determine which data belong to the newly divided portion (BD- numbers, UA- numbers, and TT- numbers). Only those buildings, use areas, and samples that are *completely* encompassed by the newly divided parcel will be reassigned to the divided parcel (i.e. if a use area falls across the boundary between the divided parcel and the original, then all data pertaining to the use area will remain with the original portion of the property). The Archive coordinator will fill out a ModTrack table for those BD-, UA-, or TT- numbers that need to be electronically reassigned to the new parcel in the Scribe database. The ModTrack table will be given to the Scribe database coordinator.
5. The Scribe database coordinator will reassign all pertaining data from the original parcel to the divided parcel in the Scribe database. A comment regarding this action will be placed in the "ParcelComments" field in the Parcel table of the Scribe database.
6. The Scanned Data Archive coordinator will send a copy of the text file from the archive folder of the original parcel to the CIC. The CIC will place this information in the hardcopy folder for the original parcel. In addition, the CIC will create a new folder for the divided parcel and place copies of information from the original parcel that now pertain to the divided parcel into the new folder.

Note: If the GIS coordinator is the first to determine a parcel change (as a result of new tax record information), this process will occur in the same order starting from Step 2.